



OPEN EXAMINATION  
**Associate Life Actuary**  
CONTINUOUS TESTING

LP16-6089 9HADD

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.dhcs.ca.gov/services/admin/jobs/Documents/STD0678.pdf>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	Selection and Certification Section	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES**

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous and conducted monthly. Testing frequency may be subject to change. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$7037.00 - \$9320.00 per month.

**POSITION DESCRIPTION:** Under the direction of the Staff Services Manager I, the Associate Life Actuary serves as the Department of Health Care Services expert in the development and use of sound actuarial methods of establishing capitation rates and related contractual reimbursement provision for Prepaid Health Plans and other prepaid health care service organizations. The Associate Life Actuary oversees and directs the technical work of the Capitation Projects team, and performs the work of average difficulty or sensitivity. The Associate Life Actuary also provides technical guidance to staff.

Positions exist with the Department of Health Care Services in Sacramento.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of a Supervising Actuarial Statistician; or  
Two years of experience in the California state service performing the duties of a Senior Actuarial Statistician.

Or II

Experience: Three years of experience in either: (1) a responsible actuarial position in a life or health insurance company; (2) a responsible position as a consulting actuary involving life insurance, life annuities and health or disability insurance; or (3) a comparable actuarial position in another governmental agency. (Experience in the California state civil service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) and

Education: Equivalent to graduation from college preferably with a specialization in mathematics, insurance or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION INFORMATION:** The entire examination will consist of an Evaluation of Training and Experience weighted 100 percent. The training and experience questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379